

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **June 20, 2013 at 5:15 p.m.** at the **Brown County Pulaski Branch Library, 222 W. Pulaski St., Pulaski, WI**

PRESENT: KATHY PLETCHER, DON CARMICHAEL, TIM NIXON, VICKY VAN VONDEREN, CHRISTOPHER WAGNER, TERRY WATERMOLEN and PAT WILLIAMS

EXCUSED: CARLA BUBOLTZ and BOB NIELSEN

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, and Curt Beyler (staff)

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:30 p.m.

CONSENT ITEMS

a. Approve/modify agenda

Motion by D. Carmichael, seconded by C. Wagner, to approve the agenda. **Motion carried.**

b. Approval of minutes

Motion by T. Watermolen, seconded by C. Wagner, to approve the minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

None. L. Hoffman updated the Board on the Pulaski Branch Library. Staff reorganized the collection and decreased duplication of titles. The street construction has had an impact on circulation but summer is off to a good start. Registration for the Adult Summer Reading program has increased and a recent story time had 75 children in attendance. A Children's librarian splits her schedule between the Pulaski Branch (2 days) and Ashwaubenon Branch (3 days). Pulaski staff report that the split position is working well.

REPORT FROM MUSEUM-LIBRARY TASKFORCE

No report. Next meeting is July 15.

STRATEGIC PLANNING DISCUSSION

K. Pletcher and L. Stainbrook met to review the progress being made regarding the strategic plan. L. Stainbrook has been working with staff on strategic directions. She distributed a document, resulting from staff meetings, that focuses on the Education role and what the library can do that will have the most impact. There are three more plan components – Economic Development; Community Third Place and Civic Engagement; and Celebrating Cultural Diversity.

Key points surrounding the education role include reading proficiency, pre-literacy, school-readiness, and tools for adults who work with children to help them succeed in school. Programs like the Summer Reading Program, 1,000 Books before Kindergarten, workshops, story times, and other events are all helpful in reaching the goals and measuring the impact of the education role. **Motion** by D. Carmichael, seconded by V. Van Vonderen to approve the general approach being taken to compose the strategic plan. **Motion carried.**

LIBRARY BUSINESS

a. Information Services Report

The report was included in packet. L. Stainbrook commented that the added Friday morning server reboot has been helping the ILS to stay up; an upgrade to the ILS has been useful in cleaning up database; the speed of the Enterprise catalog is improving and the new web site will be launched soon. The UWGB replacement computers have been installed at the Wrightstown, Denmark, Pulaski, and Southwest branches. It was also announced that Dave Hjalmsquist, Brown County's I.S. Director is resigning. K. Pletcher will try to meet with him before he leaves to discuss the library's best options for its needs.

b. Financial Manager's report, bills and donations

The May 2013 financial reports were distributed. **Motion** by V. Van Vonderen, seconded by C. Wagner, to approve the May, 2013 financial reports. **Motion carried.** **Motion** by T. Watermolen, seconded by P. Williams, to approve the May, 2013 donations as follows:

Brown County Library Gifts, Grants & Donations Report May 2013

Gifts & Donations

05/01/13 FBCL/Wrightstown Area Library Committee

2,804.99

Wri Operating Expenses

05/01/13	Friends of Brown County Library	5,000.00	Weyers-Hilliard Remodel
05/01/13	SEEDS	425.00	Kress Rain Barrel Project
05/08/13	Julia Norton	100.00	East Children's Programming
05/23/13	Joanne Johnson	49.95	Ashwaubenon Subscription
05/30/13	SEEDS	75.00	Kress Rain Barrel Project
05/01/13	Ashwaubenon	28.05	Donation Box
05/01/13	Bookmobile	8.00	Donation Box
05/01/13	East	61.24	Donation Box
05/01/13	Weyers/Hilliard	33.73	Donation Box
05/01/13	Central Circulation	32.12	Donation Box
05/01/13	Kress	21.25	Donation Box
05/01/13	Pulaski	14.50	Donation Box
05/01/13	Southwest	19.55	Donation Box
05/01/13	Wrightstown	39.12	Donation Box
	Total Donations	\$ 8,712.50	

Federal & State Grants

5/31/2013	Nicolet Federated Library System	\$ 14,251.18	Collection Development
5/31/2013	Nicolet Federated Library System	229.00	Continuing Education
	Total Grants	\$ 14,480.18	

Motion carried.

There were no bills out of the ordinary.

c. Budget

1. Approve Performance Measures, Mission Statement and Program Description A suggestion was made to include the percentage of cardholders to county residents. **Motion** by C. Wagner, seconded by V. Van Vonderen, to approve the Performance Measures (including percentage of cardholders to county residents), Mission Statement and Program Description as follows:

MISSION STATEMENT:

Brown County Library provides trusted information and resources to connect people, ideas and community.

PROGRAM DESCRIPTION:

Brown County Library provides county residents of all ages, incomes and backgrounds with the information and education resources they need to succeed in their personal, work, school or community activities. These resources are available through a central library, a bookmobile, eight branch libraries (two in Green Bay and one each in Ashwaubenon, De Pere, Denmark, Howard, Pulaski and Wrightstown), and the Library's website. Access to materials and information not owned by Brown County Library is possible through the Internet at all Brown County Library locations, through online resources, or through cooperative arrangements with other libraries. Brown County Library also serves as the resource library for the 41 libraries of the Nicolet Federated Library System.

Brown County Library owns a collection of books, music, books on CD, magazines, newspapers, and DVDs and subscribes to online databases, e-books, downloadable audiobooks, magazines and music. Fiction collections emphasize popular reading, but maintain a strong core of classics. Specialized resources and services include: a local history and genealogy collection; job and education information; and materials for people who are physically, visually or hearing impaired.

Service to children is a high priority. Early literacy and school-readiness is promoted through storytimes for babies, toddlers, and preschoolers and educational orientations for visiting schools and child care centers. The summer reading program is critical to sustaining and improving reading skills.

The Library strives to support economic development in the community. Resources are offered in the form of online databases and programs to small businesses, entrepreneurs, and job seekers. The Library also provides free public access to computers, the Internet, and technology training that promote a skilled workforce.

The Library collaborates with hundreds of volunteers and community organizations each year to sponsor educational programs. In addition, community groups use the Library for meetings, educational events and public hearings. Through these efforts the Library offers opportunities for adults and children to learn and keep informed throughout their lives.

2014 BUDGET PERFORMANCE MEASURES

Annual Checkouts per Capita - Number of physical and electronic items checked out annually divided by Brown County population.

Summer Reading Program Participants – Number of registered participants birth through grade 12.

Public Computer Usage – Annual usage (logins) of our public computers.

Gifts, Grants & Donations

Partnerships with Community & Other Organizations

Number of Volunteers

Motion carried.

d. Facilities Report

1. Approve naming rights for Children's Vegetable Garden Motion by T. Watermolen, seconded by V. Van Vonderen, to approve that Cellcom be awarded naming rights of the Children's Vegetable Garden. **Motion carried.** Next steps will be to start demolition of the plaza and investigate fencing options.

C. Beyler reported the preliminary work on the main disconnect took place and the work will be completed after hours on June 29. Work is scheduled to begin on the Central Library lighting retrofit the middle of the week of June 24. Panels won't arrive until mid-July. C. Beyler also reported that the duct work at the Ashwaubenon Branch is complete; the four arc flash studies have been finished and inmate labor is being used at several locations to pull weeds, wash windows, sweep parking lots, etc.

The Bookmobile generator is in need of repair. At present, a portable generator is being rented to run the interior lights and computer on board. There are two options for consideration – replace the electrical side of the generator at a cost of ~\$3,400 or replace the entire generator for ~\$10,000 (there would also be fuel savings with a new generator).

Conversation took place on the Bookmobile, the vehicle and the service it provides. It was agreed that there needs to be a plan regarding the future of the 20-year old Bookmobile.

Motion by T. Watermolen, seconded by C. Wagner, to approve funding the \$3,400 repair and to set a deadline of December 31, 2013 to determine the future of the Bookmobile including a justification of the service and a review of the stops. **Motion carried.**

The regular meeting was suspended for 10 minutes to wish Curt Beyler a Happy Birthday and enjoy a piece of birthday cake.

NICOLET FEDERATED LIBRARY SYSTEM

Monthly update C. Wagner informed about the progress report from a sub-committee of SRLAAW sub-committee. SRLAAW is undertaking a multi-part process to examine how public library systems can remain effective in meeting member library needs into the future, including the possibility of reconfiguring systems. The SRLAAW subcommittee has prepared a document entitled Progress Report and Preliminary Recommendations, based on information gathered from the process that began in late 2012. They are looking for feedback. L. Stainbrook will forward the link to the board. The board can be influential in encouraging the process of restructuring the federated systems. L. Stainbrook commented that it would be beneficial to have library board trustees serve on the system level board rather than citizens with no direct relationship to the needs of the member libraries.

OLD BUSINESS

a. Adjacent County Reimbursement

1. Approve forwarding 2012 Outagamie County bill to Corporation Counsel for collection Motion by T. Nixon, seconded by T. Watermolen, to approve forwarding the outstanding Outagamie County bill to Corporation Counsel for collection. **Motion carried.**

PERSONNEL

a. Approve Revisions to N-9: Personnel Administration Motion by T. Nixon, seconded by P. Williams, to approve the revisions to N-9: Personnel Administration to include protective equipment. **Motion carried.**

b. Approve Staff Out-of-State Travel: American Library Association Conference in Chicago Motion by T. Nixon, seconded by P. Williams, to approve staff out-of-state travel to attend ALA in Chicago. **Motion carried.**

c. Approve Change in Denmark Branch Hours Proposed hours were distributed. The new hours were selected based on reaching out to and better serving preschool and family units. **Motion** by P. Williams, seconded by T. Watermolen, to approve the change in Denmark Branch hours effective after Labor Day. **Motion carried.**

d. Unemployment Claim L. Hoffman explained a hearing she attended regarding an odd unemployment claim made by an employee who voluntarily resigned over 15 months ago. The State Unemployment office appeared to have made an error regarding this claim as the former employee was granted unemployment compensation without notice to the county or library. The former County employee would not have been eligible to have received the unemployment benefits. The county has not been charged for the claim.

PRESIDENT'S REPORT

No report.

DIRECTOR'S REPORT

L. Stainbrook reported that an additional \$500 in donations was received for the Cellcom Children's Vegetable Garden. The Southwest Branch held their umpteenth annual carnival.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

MEETING SUMMARY/NEXT MEETING PLANNING

Kathy will call FOX 11 per their request regarding the Board action on adjacent county reimbursement. Work will be initiated on a plan for the future of the Bookmobile. L. Stainbrook will continue to work on the long range plan; send the SROLLAW link to the Board, initiate a study of the Bookmobile and its stops; and meet with Kathy and Vicky to strategize on the 2014 budget.

ADJOURNMENT

Motion by P. Williams, seconded by T. Watermolen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:35 p.m.

NEXT REGULAR MEETING

July 18, 2013

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary